



ST ALBANS GIRLS' SCHOOL

Charging and Remissions Policy

GB sub-committee: Full Governing Body

Co-ordinator: Mr. P. O'Neill

Last Reviewed: Summer 2024

Next Review: Summer 2025

Signed by:
Margaret Chapman
Head Teacher

Signed by:
Claire Barnard
Chair of Governors

1. RATIONALE

- 1.1 We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means.

2. AIMS

- 2.1 This charging/remissions policy describes how we will do our best to ensure a wide range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

3. PROCEDURES

3.1 Classroom Materials

Essential

Parents are expected to provide the following for students:-

- School uniform (see uniform list)
- PE kit (see uniform list)
- Rubbers, pencils, pens, rulers, glue stick, coloured pencils, whiteboard pen
- Protractor
- Pair of compasses
- Scientific calculator (**not** programmable)
- Apron for home economics
- Access to a chrome book or similar device

The following is considered to be essential equipment for the students at St Albans Girls' School, please ensure it is all named:

- A strong back-supporting bag to carry equipment/home learning
- Pen – blue or black ink
- Purple ballpoint pen
- Pencils – HB,H,3H and 2B
- Coloured pencils
- Ruler – 30 cms
- Soft eraser
- Pencil sharpener
- Pencil case
- Glue stick
- Whiteboard pen
- Geometry set
- Black fine liner

It is recommended that students also have the following items:

- In-ear or ear bud headphones

DO NOT USE

- Felt pens/gel pens
- Correcting Fluid

Special recommendations for English, Geography, Languages, Mathematics and Computing.

For **English**, the Collins Pocket English Dictionary is recommended. It is available at most good bookshops. Students are required to have a reading book with them at all times (please see recommended reading list). It is also suggested that students purchase a notebook that accompanies their reading book, and acts as their own personal glossary for new terminology.

For **Geography**, coloured pencils, not felt-tipped pens, are to be used.

For **Mathematics**, every student must have a scientific calculator (preferred Casio fx-85 GTX or better) with a fractions button. They will also require a protractor and a pair of compasses which should be in their geometry set.

For **Computing**, every student must have a set of headphones with a microphone for PC.

For **Languages** French and Spanish dictionaries

For **Art** every student must have a 2B pencil, a ruler, rubber, a set of colouring pencils, and a sharpener.

Recommended

It is recommended that, if possible, parents purchase the following:

- Supplementary texts e.g. revision guides, syllabi, past papers etc. may be recommended by individual departments
- Better quality art materials (especially in years 12/13)
- Textiles equipment (e.g. sewing kit)
- Paints or paint box for homework

	<ul style="list-style-type: none"> • Safety goggles are available in school but parents may wish to buy their own • Parents may find it useful for students to have access to the Heinemann English Dictionary, New Edition, at home. <p><u>The product of Art, Design and Technology lessons</u> In Art Design & Technology (resistant materials and electronics) students will be charged a nominal sum at the start of each academic year in Key Stage 3 to cover the cost of materials used in resistant materials projects at £30.00 per year, see Appendix 1. The products will then be taken home. In textiles and food students will be asked to provide materials, and a letter giving details, or a recipe, will be sent home when appropriate.</p>
3.2	<p>Blended Learning Students are expected to bring a device to all lessons as per our Blended Learning guidance. There are options to purchase a Chromebook via the trust’s partner FreedomTech or to bring their own devices (BYOD). All device usage is tracked by the IT Team and overseen by the Deputy Headteacher for Learning and Teaching. Students are given clear guidance on usage including online safety. From September 2022. Years 7, 8 & 9 students will all be required to bring a device to every lesson.</p>
3.3	<p>Text Books, Equipment and Locker Keys The school will provide the necessary textbooks, e-books and equipment which will be required by students whilst at the school. Parents are expected to provide a suitable bag.</p> <p>A charge will be made for breakages, damaged and lost textbooks etc. Overdue library books will incur a fine.</p> <p>A locker is available for all students for their school career at a charge. See Appendix 1.</p>
3.4	<p>Public Examinations Prescribed By The School Charges will not be made for public examinations prescribed by the school. Retakes must be paid by the students/parents.</p> <p>Students choosing to withdraw from examinations after the closing date for entries, or not attending the examination will be charged the full examination fee.</p> <p>Post results services (e.g. script return, remarks) requested by students/parents must be paid for in advance by students/parents. The amount will include an administration charge of £20.00 (non – refundable). Examining Boards often refund fees if remarks are successful; in these cases STAGS will pass the refund onto students/parents.</p>
3.5	<p>Public Examinations Not Prescribed By The School <u>St Albans Girls’ School Students</u> University entrance examinations and additional/external tuition fees will be paid for by the individual candidates or their parents. For other public examinations not prescribed by the school, there may be a charge for entry and invigilation and associated costs. If there are no other examinations taking place at the same time the cost of the additional invigilation required will be charged; contact the Exams Office for rates. Normally only written examinations can be accommodated (i.e. not orals or coursework).</p>
3.6	<p>Extra-Curricular Activities From time to time there will be activities arranged outside school hours which may incur</p>

	charges to parents who wish their daughter/son to participate.
3.7	<p>Music Lessons</p> <p>Charges for individual and group instrumental music tuition will be made one term in advance of tuition.</p> <p>Invoices are raised by the music services and must be paid for by the due date on the invoice. Non-payment may result in the student being removed from the list and no lessons will be given.</p> <p>A full half term's notice is required, to be received in writing, should a student wish to alter or cease tuition. Lessons during the notice period must be paid for regardless of whether the student intends to attend lessons during that notice period.</p>
3.8	<p>School Visits</p> <p><u>School visits which are part of a course</u></p> <p>When an activity incurs a cost, voluntary contributions are sought from parents. If the activity takes place within school hours no student may be excluded because her/his parents have not contributed. However, unless all parents contribute the activity may not take place for any of the students. Letters to parents seeking voluntary contributions will use an agreed format which makes clear that assistance is available for those who need it and that the visit is dependent upon receipt of sufficient contributions.</p> <p><u>School visits where students are representing the school in sporting, music and other cultural activities</u></p> <p>The costs of these activities will be met by the school if at all possible at the Head Teacher's discretion.</p> <p><u>Enrichment activities outside normal school hours</u></p> <p>The full rate will be charged for these activities and must include entrance charges (ticket costs), transport and staffing costs (fees, subsistence, travel).</p> <p>If a student is withdrawn from a trip, then a refund will not normally be given.</p> <p>Any monies outstanding from a previous non-payment may mean that the student is excluded from future activities.</p>
3.9	<p>Residential Visits</p> <p><u>Visits which are part of a school course</u></p> <p>The school can charge for the full costs of board and lodgings and request a voluntary contribution towards the other costs. In practice, given the difficulties involved in identifying these separately, the school will ask parents for a voluntary contribution equal to the full cost of the residential trip. The visit is dependent upon receipt of sufficient contributions.</p> <p><u>Enrichment activities</u> e.g. foreign exchange visits, cultural visits, etc.</p> <p>The full rate will be charged for all these activities and will include travel and staffing costs.</p>

3.10	<p>Work Experience</p> <p>Parents will be expected to pay for the cost of health and safety checks for work experience placements which take place during the school day.</p>
3.11	<p>PE Leisure Activities in Year 11</p> <p>These students are offered leisure activities for one hour per week over a set period of time. These are provided by external qualified instructors and often off site (e.g. self-defence and yoga). A fee is charged for participation in these activities and this will be notified to parents as the activities are offered.</p>
3.12	<p>Payment Method</p> <p>Parents are encouraged to use School Gateway to pay for all school charges to reduce cash handling and administrative costs but trips will include a small administrative charge to cover payment charges, photocopying costs etc. See Appendix 1.</p>
3.13	<p>Refunds</p> <p>Where an activity makes an unexpected surplus the school will consider making a refund. See Appendix 1. Surpluses amounting to less than this will be used to support students in the future who have difficulty paying for school trips or other school activities.</p> <p>When an overcharge on a music fee or hirings invoice has been made, a refund can be offered by raising a credit note, a form must be completed.</p>
3.14	<p>Families Qualifying For Remission Or Help With Charges Related To School Trips, Cost Of Uniform And Equipment</p> <p>In order to remove financial barriers from disadvantaged students, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents of students for whom the school receives Pupil Premium Grant (PPG) funding or 16-19 Bursary funding.</p> <p>In addition students may be given financial assistance with uniform and equipment through the hardship fund which is designed to help and support students where there is a demonstrable financial need.</p> <p>The level of support which the school can offer is dependent on the total funding available and the number of applications received. The final decision will be made by the Head Teacher.</p> <p>Applications for financial assistance from the hardship fund will normally be made by a member of staff on behalf of a student by completing the application form (see Appendix 3) and providing as much supporting information as possible.</p>
3.15	<p>16-19 Bursary Fund</p> <p>The St. Albans Girls' School 16-19 Bursary Fund is designed to help and support any student over the age of 16 who faces financial barriers to participation in education, such as costs of transport, food or equipment.</p> <p>The scheme is divided into two parts:</p> <p>High Priority Bursary Fund</p> <p>A yearly bursary of up to £1,200 is available to young people in one of the four defined vulnerable groups, which includes:</p>

	<ul style="list-style-type: none"> ● young people in care, including unaccompanied asylum-seeking children ● young care leavers ● young people getting Income Support or the equivalent Universal Credit (UC) in their own right ● young people getting both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right <p>The young person does not have to live independently of their parents; they can claim ESA or UC in their own right, although their parents will not be able to claim Child Benefit for them if the young person's claim succeeds.</p> <p>STAGS will work with the vulnerable students to determine the most beneficial way of distributing these payments.</p> <p>Students who wish to claim this support should initially speak with the Head of 6th Form and then complete Appendix 4.</p> <p>Discretionary Bursary Fund</p> <p>This bursary is available to St. Albans Girls' School students where there is a demonstrable financial need. There are two levels of funding available, depending on the level of need. See Appendix 4 for details.</p> <p>Additional categories of students may be awarded a Discretionary Bursary in some circumstances at the discretion of the Head Teacher.</p> <p>The level of support which the school can offer is dependent on the total funding received from the Education Funding Agency (EFA) and the number of applications it receives. The level of funding may vary during the academic year.</p> <p>Payment Conditions</p> <ul style="list-style-type: none"> ● All bursary payments will be directly linked to attendance, behaviour and performance. ● All bursary payments will be paid directly into a student's bank account, dates to be advised. <p>Students who wish to claim this support should initially speak with the Head of 6th Form and then complete Appendix 4.</p>
3.16	<p>Additional Considerations</p> <p>The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the school will adhere to the following guidelines:</p> <ul style="list-style-type: none"> ● Where possible the school will publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead ● The school operates a system for parents to pay in instalments

	<ul style="list-style-type: none"> • The school acknowledges that offering opportunities on a “first pay, first served” basis discriminates against students from families on lower incomes and we will avoid that method of selection. Therefore where trips are oversubscribed names will be selected randomly.
<p>4. MONITORING AND EVALUATION</p>	
<p>4.1</p>	<p>The school's charging policy will be reviewed annually by the Governors' Finance committee.</p> <p>This committee will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those students most in need of additional support.</p>

ACADEMIC YEARS 2024 - 2025

Charges

Art, Design and Technology

School Year 2024-25 - £30.00 per year

Locker Fees

School Year 2024-25 - £20.00 per year

Administrative charges for trips and visits

A maximum of £3.00 per day trip and £10.00 per overnight trip.

Remissions and Bursaries

High Priority Bursary

£1,200 per annum, paid monthly

Discretionary Bursary

There are two bands depending on the level of need as laid out in Appendix 4. Amounts paid per week vary from year to year and depend on the level of funding received and number of applicants.

Refunds for Trips/Activities

If the surplus exceeds £5 per student for day visits of £10 per student for residential visits then refunds will be made.

Post Results Services Fees - June Series 2024

Please Note: A non-refundable £20.00 administration fee will be added per form

Service Number	Service	Pearson Edexcel Cost / Component	OCR Cost / Component	AQA Cost / Component	WJEC Cost / Component
1	Clerical Re-check	£13.10	£10.75 (option + £15.75 for reviewed script)	£9.05	£11.00
2	Review of Marking GCE BTEC GCSE	£54.30 £46.70 £46.70	£61.50 (option + £15.75 for reviewed script)	£48.65 £42.65 (copy of reviewed script Inc.)	£46.00 £40.00
3	Priority Review of Marking GCE	£64.70	£75.75 (option + £14.75 for reviewed script)	£57.85 (copy of reviewed script Inc.)	£55.00
4	Priority Access to Scripts	Free	Free	Free Free	Free
5	Access to scripts GCE GCSE	Free (£14.50 post – result amended script)	Free	Free Free	Free

Exam Board Policy on the refunding of fees following re-marking

	Pearson	OCR	AQA	WJEC
Unit/Component mark stays the same	Fee charged	Fee charged	Fee charged	Fee charged
Unit Grade change (<i>only applies to Legacy</i>)	Fee refunded	Fee refunded	Fee refunded	Fee refunded
Grade stays the same, after component mark changes	Fee charged	Fee charged	Fee charged	Fee charged
Grade change	Fee refunded	Fee refunded	Fee refunded	Fee refunded



Financial Educational Assistance Application

Guidance:

- Clearly complete **ALL** details for the student for whom the funding is being requested
- Clearly indicate if the student is or has been in receipt of Free School Meals in the last 6 years
- When speaking with a parent to determine if assistance is required, offer a Payment Plan where payments can be broken down and dispersed over a suitable time period
- If purchasing resources (e.g. revision guides, calculators, stationery) include a clear description, education value of the request and the overall cost. **Also complete a purple purchase order form (located in Finance Office) and attach**
- If applying for several students include a list of names and indicate which are eligible for the Pupil Premium Grant by inserting "PPG" next to their name
- Clearly print your name in the appropriate section, sign and date
- Share with Charlotte Rose, Assistant Headteacher, to review the funding
- The form will then be shared with the Head for final approval
- Please do not make any promises to students and/or parents until final approval is received

If funding is approved:

- A signed copy of the Application form will be returned to you via your pigeon-hole
- Any attached purchase order form will then go to the Finance Office to be processed

Name of Student:	Form:
Address:	Date of birth:
Is the student PP?	
Has a Payment Plan been agreed?	
Please detail the assistance required below:	
Detail the activity/trip/item requiring financial assistance including the total cost	
Reason support is requested	
Payment plan amounts and dates:	
Total financial assistance requested:	

Name of member of staff completing application:

Signed:

Date:

This form should now be shared with **Pegah Jarvis** as Assistant Headteacher.

Financial Education Assistance Approval:

Amount Agreed: £

Signed (CRE - AHT):

Date:

Budget:

Authorised by Headteacher:

NB: Please return to the Finance Office once completed for action.

**16-19 BURSARY FUND
GUIDANCE NOTES AND APPLICATION FORM**

OFFICE USE ONLY	
Date Received	
Evidence Provided	
Bursary Decision	

PERSONAL DETAILS	
Name:	Tutor Group:
Date of Birth:	Age as at 31 August:
Address:	
Tel:	Mobile:
Email:	
FINANCIAL ASSISTANCE APPLIED FOR	
<p>I am applying for: (Please tick required option and complete the appropriate section below)</p> <p><input type="checkbox"/> High Priority Bursary - Refer to Section 1</p> <p><input type="checkbox"/> Discretionary Bursary (Band 1) - Refer to Section 2</p> <p><input type="checkbox"/> Discretionary Bursary (Band 2) - Refer to Section 2</p>	

**PLEASE RETURN THE COMPLETED APPLICATION TO
Miss S Taylor or the Finance Office**

NB Please provide as much supporting documentation as possible. A decision can be reached more quickly when full information is made available.

SECTION 1 APPLICATION FOR HIGH PRIORITY BURSARY (BAND 1) – Please tick as appropriate	
<input type="checkbox"/> I am currently in Local Authority Care <input type="checkbox"/> I am currently living independently having left Local Authority Care <input type="checkbox"/> I am currently in receipt of Income Support <input type="checkbox"/> I am in receipt of both Employment and Support Allowance and Disability Living Allowance	Please provide written evidence of circumstances to support your application
SECTION 2 APPLICATION FOR DISCRETIONARY BURSARY (Bands 1 & 2) Please tick as appropriate	
<input type="checkbox"/> I was in receipt of Free School Meals during Year 11* My family is in receipt of one or any of the following*: <input type="checkbox"/> Income Support <input type="checkbox"/> Pension Guarantee Credit <input type="checkbox"/> Child Tax Credit <input type="checkbox"/> Employment and Support Allowance <input type="checkbox"/> Working Tax Credit <input type="checkbox"/> Support under Part IV of the <input type="checkbox"/> Immigration and Asylum Act 1999 <input type="checkbox"/> Job Seekers Allowance (JSA)	
*Please provide evidence of benefits ticked (eg full – not partial - copy of Tax Credit Award)	
Total Annual household income in the previous tax year (including benefits)	
<input type="checkbox"/> Below £16,000 <input type="checkbox"/> £16,000 to £24,000 <input type="checkbox"/>	
Please provide proof of income (i.e. Tax Credits Award, most recent P60)	
Please indicate number of Dependent Children in the family unit who are living in the same household:	

**SECTION 3
APPLICATION FOR EDUCATIONAL SUPPORT GRANT**

Please provide details of reason for application and evidence of income to support the claim (Tax Credit awards, P60, etc.) indicating amount required and purpose it will be used for:

Please indicate number of Dependent Children in the family unit who are living in the same household:

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DECLARATION

I/We declare that the information given in support of this application is correct and complete to the best of my/our knowledge and belief.

I/We will inform St Albans Girls' School immediately of any change of circumstances, at any time, which may affect my entitlement to support (for example if I leave school or parents' income changes.)

I/We understand that this information will not be shared with third party organisations, except for audit purposes.

I/We understand that poor attendance (unauthorised absence), non-compliance with the Sixth Form Agreement, may result in the loss of financial support.

I/We understand that awards made are subject to the school being in receipt of sufficient funds from the Education Funding Agency.

Student Signature: Date:
Parent/Guardian/
Responsible Adult Signature:

Please Print Name: Date:

STUDENT'S BANK ACCOUNT**(Payments will be made directly to the student by BACS transfer)**

Name of Bank:

Branch:

Account Title
(ie Name on Bank Card/Cheque Book):

Sort Code:

Account No:

Please remember to inform the school if bank account details change through the course of the school year.

ST ALBANS GIRLS' SCHOOL

16-19 Bursary Fund 2024/2025

The St. Albans Girls' School 16-19 Bursary Fund is a scheme designed to help students facing financial hardship to continue in full time education after Year 11.

To qualify students must be aged over 16 and under 19 on the 31st August at the start of the academic year in which they start a programme of academic study. They must also be on a full time programme of study.

Payment where applicable will be made by BACS into a student's bank account each month. If a student does not have a bank account they will need to open one in order to receive their bursary payment. Payments are dependent on student attendance, conduct and application to their studies. The scheme comprises of 2 parts:

HIGH PRIORITY BURSARY

This bursary is up to £1,200 a year and is paid monthly to those most in need of financial support. It will be awarded to:

- Young people aged 16 and 17 in care.
- Care leavers aged 16, 17 and 18.
- Young people aged 16, 17 and 18 who are in receipt of income support or Universal credit because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or a partner (for example, young people who are living independently of their parents; those whose parents have died and teenage parents).
- Disabled young people in receipt of both Disability Living Allowance and Employment Support Allowance

DISCRETIONARY BURSARY

This bursary is available for students in need of financial support with specific costs to enable them to stay in education and complete their courses e.g. transport, equipment, fieldwork costs, protective clothing.

The bursary is split into two bands dependent on household income. Eligibility is verified by Tax credit awards or a P60:

Band 1 (Annual Household income of £16,000 or less)

Students will receive:

- Reimbursement of the cost of a Herts Saver Card, to enable them to receive discounted bus travel to and from school
- Payment for essential educational visits during the academic year
- Reimbursement of the cost of travel to up to 3 University Open Days or Post 18 Job/Apprenticeship interviews. (Upon production of travel receipts)

ST ALBANS GIRLS' SCHOOL

16-19 Bursary Fund 2024/2025

Band 2 (Annual Household income of £16,000-£24,000)

Students will receive:

- Partial Reimbursement of the cost of a Herts Saver Card, to enable them to receive discounted bus travel to and from school
- Partial Payment for essential educational visits during the academic year
- Partial Reimbursement of the cost of travel to up to 3 University Open Days or Post 18 Job/Apprenticeship interviews. (Upon production of travel receipts)

Students receiving any of the above bursaries will also be able to claim for additional assistance if they are taking part in certain courses with high expenditure such as Art, Food Technology, and Geography.

ADDITIONAL HELP

Under **exceptional** circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for).

Applications for additional help will be considered on an individual basis and are dependent upon available funds. Please contact the Lead Practitioner of Pupil Premium (Miss Lamb) for more details.

To apply for bursary, please complete the attached application form, and return to Miss Taylor by Friday 27 September 2024.

Applications submitted after this date will be considered in light of available funds.